

# Littler Learning Group

## Compliance Training Course List



### Basic: *Designed to establish a core foundation of legal compliance*

<b>Basic Training</b>	Employment Law Basics for First-Time Managers
<b>Boot Camp</b>	In-Depth Employment Law Fundamentals
<b>Discrimination</b>	Prevention Through Equal Opportunity Management
<b>Ethics</b>	A Guide to Maintaining Ethics & Compliance
<b>Harassment</b>	Prevention & Response Strategies <i>Meets CA and federal standards</i>
<b>Workplace Violence</b>	Warning Signs, Threat Awareness & Liability Avoidance

### Advanced: *Designed to develop proficiency in key areas*

<b>ADA/FMLA</b>	Managing Employee Medical Issues
<b>Affirmative Action</b>	Implementing & Managing Your AAP Responsibilities
<b>Anti-Bullying</b>	Prevention & Response Training for Organizations & Schools
<b>Benefits</b>	Navigating the Employee Benefits Minefield
<b>I-9</b>	A Step-by-Step Guide to Avoiding ICE Audits
<b>Retaliation</b>	Preventing & Responding to Retaliation Claims
<b>Social Media</b>	Navigating Social Media in the Workplace
<b>Terminations</b>	Process of Making Lawful Termination Decisions
<b>Trade Secrets</b>	Protecting Proprietary Information & Respecting Restrictive Covenants
<b>Union Relations</b>	A Suite of Courses for Managing the Specific Issues in a Unionized (or Union-Free) Workplace
<b>Wage &amp; Hour</b>	Essentials of Wage & Hour Law

### Skill Building: *Designed to enhance an organization's internal resources*

<b>Compliance Response</b>	A Guide to Receiving & Responding to Complaints
<b>Conflict Resolution</b>	Strategies to Keep an Organization Out of Court & Employees on Task
<b>Diversity</b>	Cultivating Diversity as a Core Compliance Initiative
<b>Global</b>	Managing Employees Across International Borders
<b>Hiring</b>	Making Smart & Legal Hiring Decisions
<b>Investigations</b>	Workshop for HR Investigators: with EEO, Ethics, or Wage & Hour Focus
<b>Performance</b>	Managing, Motivating & Improving Performance <i>Coaching sessions and individual counseling services available</i>

CLE/SPHR-approved versions: Available for all courses

Employee-level programs: Available for most courses



